

February FES Department meeting notes

Feb 2nd at 10am in Richardson 313

Attendance:

Loren Albert

Dawn Anzinger

Jacob Bukoski

Ashely D'Antonio

Vernita Ediger

Cristina Eisenberg

Jazmin Gonzales Tovar

Reem Hajjar

Troy Hall

Eric Jones

Suhyun Jung

Nicole Kent

Misty Magers

Mark Needham

Michael Nelson

Rajat Panwar

Miles Phillips

Klaus Puettmann

Ron Reuter

Paul Ries

Stacy Rosenberg

Randy Rosenberger

Sharon Shen

Emma Sloan

Dave Stemper

Steve Strauss

Juliet Sutton

Eli Swanson

Jessie Thoreson

Dana Warren

Gail Woodside

Randy Rosenberger, General Announcements:

- Open discussion about subjects for future department meetings: Checking on status of long-running committees. Discussion about Cascades and their relationship with us, but this may be better suited to when the new department head arrives. Updates on searches and hires in other departments in the college. Already planned future topics: reviewing FES required courses, working on TA pool system, DEI review report/recommendations, work on staffing plan.
- Department head hiring schedule: app closed on Jan 31st and meeting tomorrow to discuss applicants. There are 3 applicants. Plans for interviews near end of the month.
- Strategic plan update: plan was revealed a few months ago. Small tweaks from the dean's staff right before it was released but close to the version that was circulated before.

Troy Hall, Bacc Core reform updates:

- Learning outcome criteria committee have completed their work. Listening sessions next week. If you teach a bacc core course it may be helpful to attend. Plan ahead to be submitting new potential bacc core courses in the coming months. All existing bacc core courses will also have to go through this approval process again. This will all take effect by fall 2024. Our existing courses will probably need significant alteration to remain bacc core classes.

Juliet Sutton, Courtesy appointments for Graduate Faculty changes:

- The affiliate faculty status is going away this academic year, so all people outside of OSU who serve on graduate students' committees will need to have courtesy faculty status. There is a plan to allow current affiliate faculty to be converted to courtesy, but details are still being worked out. Courtesy takes much longer to process than affiliate status, so please give the coordinator time to work.
- When discussing committee member choices with your graduate students, keep in mind that many outside-of-OSU committee members may not be capable or willing to do the steps required for courtesy faculty. Courtesy faculty must fill out some complicated HR paperwork,

and set up and maintain an OSU email address (and therefore use Duo). They must also sign a technology transfer agreement. Already there have been people who cannot or will not sign the technology transfer agreement because of their tribal affiliation or their employer, and it can take months to develop alternate language approved by OSU HR.

- Current and future effects: Keep the coordinator informed about any outside-of-OSU committee members for your students. Plan ahead and build time for this process in planning for your students to turn in the program of study and other program requirements. Students graduating this academic year should mostly not be affected by these changes, but check in with the coordinator anyway.

Nicole Kent - Incompletes and the S/U and withdraw deadlines

- Some reminders: Students can withdraw until end of 7th week of term. S/U grading can be added by end of 7th week. Please encourage any students considering these to visit with their advisors before making a decision. Incomplete grades are the instructor's decision. Look at how far along in the course that they are. Paperwork to fill out when you offer an incomplete. When you enter an incomplete grade, you enter an I/ (grade they would get today). Registration is approaching for spring. You may be contacted by students who want into your class, but need an override. Advisors will ask you about capacity and prerequisites. We need to utilize the waiting list properly, so please send that forward to the advisors so they can best judge it. Grading and late grades: late grades do matter in terms of academic standing for the student, getting onto the Honor Roll, prerequisites for classes taking in their next term. Financial aid is affected, and graduation.

Winter Term Deadlines:

- Friday of week 7 (Friday, February 24th) is the deadline for students to select S/U grading for a course. Please refer students to their advisor if they have questions.
- February 24th is also the deadline for students to withdraw from individual courses. Advisors can help with this too.

Incompletes

- Full details on Incomplete grades: <https://registrar.oregonstate.edu/incomplete-grades>
- Incompletes are given at the instructor's discretion. You are not required to give an incomplete.
- To be eligible for an Incomplete, students should be about 75% through the coursework. They cannot have an incomplete if they completed the final for the course.
- Please use the [Contract for Completion of I Grade](#) so you and the student have a clear plan. Send a copy to Nicole for the student file.
- Incomplete FAQ's are here:
<https://registrar.oregonstate.edu/sites/registrar.oregonstate.edu/files/forms/contract-for-completion-of-incomplete-i-grade.pdf>
- You are not required to have this info in your syllabus

Registration Issues

- Registration for spring begins on Sunday, February 26th.
- We want instructor decisions on most prereq issues (“can I take your class when I have a different type of prereq”)
- You can forward other registration-related requests (capacity, wait-lists, time conflicts, etc) to Nicole.

Spring Term Preliminary Grades

- If you teach in spring, you may be asked to submit preliminary grades for graduating students.
- You’ll be contacted around week 6 by gradingquestions@oregonstate.edu if you have any students who need prelim grades.
- Details are here (but not yet updated for 2023): <https://registrar.oregonstate.edu/preliminary-grades-degree-candidates-0>

Randy Rosenberger, Discussion on College Bylaws

- The college developed specific bylaws out of existing admin memos so that our procedures can be more enduring and purposeful, but things were added in this process without any review. Randy has been collecting input about these and he will be representing the department at the dean’s staff meeting to advocate for more careful review. Teaching policy in particular was changed quickly and needs more review.